

FOR OFFICIAL USE ONLY

D/FBIS
 DD/FBIS
 C/E&PS
 C/LRB
 CMO
 2 September 1982
 S/AG
 C/PROD
 C/CPS
 C/ADMIN
 201 FILE
 EXEC. REG.

MEMORANDUM FOR: Acting Director, Foreign Broadcast Information Service

FROM:

[Redacted]
 Chief, Executive and Planning Staff

STAT

SUBJECT: Front Office Space Needs--FY 1983 and FY 1984

1. The following is in response to your request concerning FBIS components' space needs over the next two years.
2. Personnel attached to the FBIS front office currently occupy just over 3,300 square feet in Key Building, scattered over four floors.

O/Dir, including C/E&PS, PO/RA, E&PS Secretary, and LRB	2,290
B&F	640
Systems Coordination Branch	200
CMO and CMA	200
TOTAL	3,330

3. There are no new positions added to the Management Resource Package (which also includes the Administrative Staff) in the FY 1983 or FY 1984 program plans. However, a reconfiguration is likely, assuming the creation of a Systems Development Staff (SDS), which will add to the space requirements of the front office. As now projected, the SDS will be composed of 10 people and will require a minimum of 1,000 square feet. The three officers presently in the Systems Coordination Branch [Redacted] will be absorbed into the staff. Each of the Groups will be contributing a staff coordinator, thereby easing their space problems to a small degree. (This assumes, of course, that the Group coordinators physically move to the SDS office; if not, SDS space needs will drop to about 700 square feet.) Production Group's space problems will be further eased when the 200 square feet on the 4th floor now occupied by the Systems Coordination Branch is relinquished. The Administrative Staff will gain 200 feet on the 2nd floor if and when the CMO and CMA are physically moved closer to the front office.

STAT

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

SUBJECT: Front Office Space Needs--FY 1983 and FY 1984

4. With the creation of the SDS, front office space needs will stand at approximately 4,100 square feet.

O/Dir, including C/E&PS, PO/RA, E&PS Secretary, and LRB	2,290
B&F	640
Systems Development Staff	1,000
CMO and CMA	<u>200</u>
TOTAL	4,130

5. Ideally, this space should be contiguous. More realistically, some components can be broken off. B&F is the first candidate as it has been on the 5th floor and could continue to be housed there. The Systems Development Staff could be placed in Ames, near ORD, if space becomes available there. Operationally LRB could be physically separated from the rest of E&PS, but the space vacated is not suitable for the large SDS. An effort should be made to place the CMO and CMA on the 10th floor, near the O/Dir, although they have functioned satisfactorily in the past separated from the front office.

STAT

DDS&T/FBIS/E&PS, [REDACTED] (1Sep82)

STAT

Distribution:

Orig. - Adse
 ① - C/AS
 1 - E&PS Chrono
 1 - FBIS Registry

FOR OFFICIAL USE ONLY